CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 The Conclusion

This report describes the activities I did during the job training at PT. Telekomunikasi Indonesia, Tbk, where I worked as administrator and made business mailing guidance. At the time of making guidance, I had passed some phases such as browsing, collecting data, processing data, making the guidance, and discussion which was ended by presenting any kind of guidance in a weekly meeting with the entire employee.

Besides making the guidance, I had to present in front of AVPs and staff from SICP and SBD. This activity aimed to give feedback to me in making the guidance and doing job training at PT. Telkom.

This guidance is resulted from the job training that was conducted at PT. Telekomunikasi, Tbk. This guidance helped employees that work in Telkom because it became guideline for them before doing their business activities in abroad especially in mailing process with other member of company abroad.

4.2 The Suggestions

4.2.1 For the company:

a. The number of book related to business mailing communication should be added in order to make another business mailing guidance in the future.

b. The cooperation from staff SICP and SBD to help the writer needs to be improved. So that, the writer can gets the guidance not only from the AVP SICP and SBD but also from the others.

c. If possible, the company can select the student who are doing job training to be it's a new human resources.

4.2.2 For the university:

a. The University should provide a guidance book for the student who conducts the job training in a company.

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